Legislative Task Force Meeting
Mentor Assistance Program
State Department of Education
165 Capitol Avenue
5th Floor North Mechanical Room
November 24, 2008
1:00-4:00 P.M.

AGENDA

A. Welcome, Introductions

B. Approval of Minutes

C. Summary of Basic Paradigm
   1. Caveats, Concerns
   2. Preliminary Discussion of Implementation

D. Discussion of Module Development Process
   1. Balancing Content and Process: Concerns, Goals
   2. Structure of Modules: Design Possibilities

E. Mentor: Roles, Responsibilities
   1. Selection
   2. Training
   3. Frequency of Meetings

F. Next Agenda Preparation

G. Concerns

I. Adjourn

LEGISLATIVE TASK FORCE MEETING
MENTOR ASSISTANCE PROGRAM

November 18, 2008
1:00 p.m.
State Office Building, 5th Floor
Hartford, CT

MINUTES

Members Present
Mark McQuillan, Chairperson; Stephanie Shulder-Littrell, Mary Cortright, Janis Hochadel, Mary Loftus Levine, Maureen Ruby, Glenn Iannaccone, Catherine Carbone, Richard Schwab, David Cicarella and Denise Rose.

Members Absent
Dale Bernadoni, Paul Paese, Representative Andrew Fleischman, Senator Thomas Gaffey, Senator Thomas Herlihy, Representative DebraLee Hovey, Senator Edward Meyer, Senator John Kissell and Representative Mary Mushinsky.

Call to Order
The meeting was called to order at 1:15 p.m.

Overview of the Meeting Agenda
Commissioner McQuillan called the meeting to order. He indicated that today's work would focus on coming to consensus regarding establishing a framework for the basic design of a new program.

Prior to beginning the work of the committee, the minutes from the October 27, 2008, minutes were approved by all present Task Force members.

Guiding Principles
Commissioner McQuillan asked the Task Force members to review the Principles Governing Connecticut's Mentoring Assistance Program. These principles were agreed upon at the last meeting and revised slightly for this meeting. The Commissioner asked if anyone had any thoughts or suggestions for revision of the principles. It was noted that a reference to one-on-one mentoring be added. The Commissioner noted that principle #9 was a discussion point on which the Task Force needed to come to an agreement.

Survey of Essential Induction Program Components
Prior to the meeting, Commissioner McQuillan disseminated a survey for the Task Force members to complete to assist the group in coming to a consensus regarding the essential elements for a basic program design. Accordingly, the Commissioner went through each component on the survey and asked for a show of hands regarding each one. At the completion of this process it was decided that the Task Force will propose a district-based mentor assistance program that will grant the district the "authority to recommend provisional certification to the state, based on teachers satisfactorily completing agreed upon induction modules within a two to three year period." The role of the state will be to monitor the districts to ensure the implementation of their district mentor assistance plan.

Mentor Modules

The next agenda item was to propose topics for mentor module development. As a result, module topics proposed include, but are not limited to:

Planning/Unit Design
>
> differentiation
> pacing

Implementation
>
> delivery
> pacing

Assessment
>
> understanding

Classroom Management
>
> community of learners
> cultural responsiveness

Professionalism
>
> ethics
> parent roles
> communication
> IEPs
> ELL

It was noted that the modules will be content focused and will integrate human development, reflection and diversity of learners in all components.

Before bringing the meeting to a close, Commissioner McQuillan noted that this was a rough draft to establish the basic framework and from this the details would be developed.

The meeting adjourned at 3:20 p.m. The next meeting is scheduled for Monday, November 24, 2008, at the State Office Building, 5th floor.

Respectfully submitted,

Beverly Hartstone